

Developmental Disabilities Council
Reading Cover Page

Date: March 17, 2006

Meeting: Full Council

Reading Number: 06-03

Issue: Revisions of Council Policies

Included in this reading:

Revised Policy 403

Revised Policy 405

Background/Summary:

Please note explanation on the bottom of each revised policy.

Action:

It is moved by the Governance Committee that the Full Council approve the revisions to Policy 403 and Policy 405.

Policy No. 403

Council Agenda Development Process

Revised: March 17, 2006

Members can request an item to be placed on the Council agenda by submitting the following information in writing, by email or orally to the Council office at least 20 working days (1 month) prior to the meeting:

- Description of the item
- Amount of time needed
- Type of action required

The Executive Director will schedule items on the agenda for the full Council meeting after consultation with the Council Chair.

Members can bring an item up for discussion at a workgroup or committee meeting. The workgroup or committee may decide to move the item to the full Council agenda for discussion or vote. The

workgroup or committee Chair or staff then notifies the Council Executive Director to put the item on the full Council agenda.

At the Council meeting, a request may be made to the Chair to add an item to the agenda. Items will be added at the Chair's discretion.

Items requiring final action/vote at the full Council must be on the agenda and the agenda must be published prior to the meeting.

Reason for change: To make the policy consistent with the Council Member Handbook.

Policy No. 405

Council Meeting Schedule

Revised: March 17, 2006

The Council will meet for two days every other month.

The Council Workgroups (mornings) and Standing Committees (afternoons) will meet the first day and the Full Council will meet the second day. The Full Council meeting will last until no later than 3:00pm depending on the agenda.

Exception to this pattern may be made at the discretion of the Council Chair/Executive Director.

Reason for change: Last sentence is added to make an exception when the Council wants to hold joint workgroup meetings.